



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING INVESTIGATIVE TECHNICIAN

Class No. 005788

■ CLASSIFICATION PURPOSE

To supervise subordinate staff assigned to the Trial Support Services Unit; to perform the most difficult technical level work involved in the design and production of trial exhibits, to assess and direct production workflow for efficient operations, and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Supervising Investigative Technician is a one-position, supervisory-level class in the District Attorney's Trial Support Services Unit. Under the direction of the IT Director, DA, this class coordinates the efficient production of visual and electronic aids for the unit. This class is distinguished from the Investigative Technician class and Forensic Technician class in that the latter are journey-level classes, whereas the Supervising Investigative Technician acts as program manager for specialized studies, and supervises subordinate staff.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs and coordinates production flow from the Trial Support Services Unit.
2. Administers and implements program/departmental policies.
3. Supervises the design and production of trial exhibits including charts, graphs, models, photographs, diagrams, and other illustrations to be used in court.
4. Trains and provides technical guidance to subordinate staff.
5. Prioritizes, organizes and schedules work assignments.
6. Compiles and reviews data for unit budget.
7. Prepares purchase orders and general claim forms.
8. Procures photographic, art and audio/video supplies.
9. Researches and evaluates new technology developments and equipment.
10. Supervises the purchase and repair of equipment.
11. Provides liaison and coordination activities between the department and various vendors, other County departments and governmental agencies.
12. Consults with Deputy District Attorneys in preparation of audio and visual aids for trial.
13. Assists prosecutors and investigators concerning the presentation of evidence.
14. Assists vendors and staff with trial exhibits including graphics, slides, photographs or maps.
15. Utilizes new technology to present evidence in digital media.
16. Exchanges information with other law enforcement agencies, such as the Sheriff, the Federal Bureau of Investigations, and local municipal police departments.

17. Performs other investigative and forensic technical support duties as needed.
18. Provide courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws regarding admissibility of evidence.
- Chain of custody procedures for protection of evidence.
- Fiscal and budgetary policies.
- Computer technology as it relates to graphics and audio/visual output.
- Familiarity with fingerprint comparison and identification techniques.
- Graphic art design, layout design, graphic reproduction, and model construction.
- Photographic processing and printing.
- Intra- and inter-governmental relations.
- Program design and administration.
- Principles and practices of supervision and training.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise, assign, train, and evaluate subordinates.
- Organize, oversee, evaluate, and direct work flow and establish priorities.
- Explain procedures and techniques of effective trial exhibit production
- Communicate clearly and effectively in a technical and non-technical manner.
- Design, produce, and present a wide variety of trial exhibits.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Prioritize, organize, and schedule work assignments to meet deadlines.
- Collect, compile, and analyze evidence and information to develop logical conclusion.
- Recognize fingerprint forms.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Prepare detailed, concise reports and maintain accurate records, both paper and electronic

■ EDUCATION/EXPERIENCE

Education, training, and/or experience, which demonstrates possession of the knowledge and skills stated above. An example of such education/experience is: five years of experience providing technical support in a production setting. Experience designing and producing a variety of exhibits presented in court is highly desirable. Supervision of technical staff performing the design and production of trial exhibits is highly desirable. Experience examining and comparing fingerprints is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of material and equipment weighing up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Incumbents in this class must be able to lift and transport equipment and materials weighting up to 50 pounds. Incumbents must be in satisfactory physical condition to traverse rugged terrain. Incumbents may be required to perform aerial photography from a helicopter.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation, which may include a polygraph examination.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: September 13, 1996

Reviewed: Spring 2004

Revised: July 14, 2006

Supervising Investigative Technician (Class No. 005788)

Union Code: MM

Variable Entry: Y